Position Description

Title: Deputy Head of Senior School – Pastoral Care

This Position Reports to: Deputy Headmaster – Head of Senior School

Department: Senior School

Date: October 2023

## PREAMBLE

As you join the staff of The Southport School, it is crucial that you understand the underpinning philosophy and aims of this school, its routines and administration, and more importantly, that you actively support the implementation of these matters. The School Prayer gives a clear understanding of the School Aims.

*Make us a truly Christian Community where education embraces the whole of life. With the school may we find acceptance, healing and growth through faith in Christ and in turn service to others.*

We expect you to support the philosophy and aims.

# PURPOSE OF THIS DOCUMENT

To provide the team member with a list of the duties of the job, together with the framework against which your performance on the job will be assessed. Whilst this document represents general functions and responsibilities at the time of drafting, all roles school-wide are dynamic in nature, in the main representing a culture of teamwork, discretionary effort and the evolving nature and innovations that occur in all roles.

If you do not possess the skills needed to perform your duties, the Headmaster will be responsible for the provision of further training, supervision and instruction to ensure your level of performance improves.

As part of the team, you will be expected to know the policies and procedures that govern some of the tasks you will be performing.

# DUTIES AND RESPONSIBILITIES FOR THE POSITION

This part of the document outlines the responsibilities required to competently perform the duties of the position. Of course, you will also be required to perform any other duties that your School Executive Management may direct you to perform, and which could reasonably be considered relevant to the position.

## DUTIES PERTAINING TO THE SOUTHPORT SCHOOL

Goals: To ensure all school policies and procedures are complied with by:

* Complying with legal obligations of an education establishment.
* Compliance with the Student Protection Policy and Procedures
* Complying with established industrial relations practices and requirements.
* Delivering a high quality of service.
* Identifying and assessing the needs and expectations of others.
* Encouraging the achievement of individual educational excellence with students.
* Ensuring the high standards expected of students in dress, manner and behaviour are adhered to.
* Ensuring that the well-being of all students is closely monitored, and any concerns are reported to the appropriate support and leadership staff.
* Understanding that at no time does any worker have the authority to reprimand any student or any co-worker, but to take responsibility to report any issue to any member of the School’s senior management panel.

## STUDENT PROTECTION IN ANGLICAN SCHOOLS

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare, and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

The Anglican school commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

In support of this commitment, The Southport School is dedicated to our Child and Youth Risk Management strategy, which includes having relevant policies, procedures, and training in place to effectively address the safety and wellbeing of students in our care.

## ROLE RESPONSIBILITIES

### Overview

The Senior School Deputy Headmaster – Pastoral Care is a member of the Senior School Executive. The position is a people-focused role with responsibilities that will draw upon your ability to develop strong community and internal stakeholder relationships and utilise a relational style of management practice.

The Senior School Deputy Head – Pastoral Care deputises for the Head of Senior School, (whose title at TSS is: - Deputy Headmaster - Head of Senior School) when required and assumes high levels of responsibility for both staff and students across years 7-12. The successful candidate will have effective leadership skills and work closely with the Deputy Headmaster - Head of Senior School and The Deputy Head of Senior School – Head of Learning and Teaching 7-12, to ensure the best pastoral and academic outcomes for all students.

A key function of this role and indicator of success is the ability to influence and develop nurturing, positive relationships between students, teachers, and parents. The Senior School Deputy Head will demonstrate strong Emotional Intelligence and manage difficult conversations with dignity, grace, confidence, and competence. The position requires an excellent communicator, both verbal and written, who is able to draw upon negotiation, mediation and relational skills that are empathetic, and supportive of the community needs as well as the School processes and protocols.

The Senior School Deputy Head – Pastoral Care, is expected to be comfortable multi-tasking to a high standard across a wide range of demands. They will manage the well-being and care of students and staff, assisting the Deputy Headmaster - Head of Senior School with the effective management and day-to-day operation of the Campus. (Years 7-12).

### Professional Responsibilities:

* Actively support and model the Christian Ethos and enthusiastically participate as a member of a school community in the GPS tradition.
* Possess a vision for the pastoral care of boys.
* Proven ability and experience in providing timely and effective responses to students’ pastoral care, behavioural and academic needs.
* Ability and experience in building and nurturing student/parent/school partnerships
* Ability to build and lead a team modelling, coaching, coordinating, training, monitoring and reviewing and to enable others in effective development of and responses to individual and group needs.
* Knowledge and application of male physical, social, intellectual and emotional development.
* Contributing to the leadership of the whole school through in-depth and thoughtful participation in the Senior Executive Team.
* Oversight of the pastoral care of all students years 7-12, including liaison with other staff regarding student needs.
* Supporting the Management of the day-to-day operation of the Senior School.
* Understanding and knowledge of the legislation and policies that impact on Senior schooling and assisting the Head of Senior School in planning, writing, implementing and reviewing Senior Policies.
* Leadership and active participation and promotion of ongoing, effective professional learning for teachers.
* Ensuring that the School’s policies on safe and supportive environments, pastoral care and discipline are implemented fairly and consistently meeting all regulatory requirements.
* Management of resources to achieve goals.
* Assisting the Deputy Headmaster- Head of Senior School to implement the strategic plan.
* Attend to all other duties as required by the Deputy Headmaster – Head of Senior School.

### Responsibilities

The position reports to the Deputy Headmaster – Head of Senior School.

### Student welfare

* Serve across school committees as assigned.
* Research and implement innovative and world class Pastoral Care practices to ensure the well- being of all boys.
* Liaise with the Deputy Headmaster – Head of Senior School and The Deputy Head of Senior School – Head of Learning and Teaching 7-12 to organise staff meetings and professional learning opportunities for staff.
* Participate in Budget preparation and implementation as required.
* Participate in the process of staff recruitment and appointment and the induction of new staff.
* Participate in processes for staff reflection, review and performance management.
* Monitor Deans of Students management of senior student dress standards and student behaviour programs and issues.
* Throughout Year 10, The Deputy Head of Senior School will initiate and conduct reviews for boys who are at risk of maintaining the school’s standards (behaviour, academic, attendance).
* Monitor the pastoral care of all boys working with Housemasters (day and boarding)
* Chair review meetings into serious breaches of student code of conduct with Deans of students (Level 4 – Meetings of Serious Concern and Suspensions)
* Liaise with the Deputy Headmaster – Head of Senior School regarding behaviour modification and programs for students at Level 4 & 5.
* Implement the school’s Behaviour Management Policy, providing updates and amendments as appropriate.
* Chair House Masters’ meetings (Boarding and Day)
* Plan and implement the House Pastoral Care Program.
* Alongside the Dean of Boarding and People and Culture Manager Co-ordinate appraisal processes for all Housemasters (Boarding and Day) and Assistant Housemasters (Boarding) during contract periods.

### Staff, Duties and Routine

* Establish and maintain the timetable.
* Maintain the daily routines of the Senior School.
* Chair a weekly Housemaster’s meeting (Day and Boarding)
* Attend weekly Senior Executive meetings.
* Management of the school calendar.
* Oversee the program of student leadership.
* Mentor senior and middle management teams and staff.
* Organise and act as Master of Ceremonies for a number of school events, but primarily weekly and special assemblies.
* Contribute to the School Newsletter on a regular basis.

### Co-Curricular

* Liaise with the Director of Sports as necessary, regarding the sporting program including attendance, scheduling and behavioral concerns.
* Liaise with the Director of Cadets and Outdoor education, Senior Service Co-Ordinator and Director of Well-being to deliver pastoral programs for senior students.
* Be involved in the co-curricular life of the Senior School.

### Admissions

* Liaise with TSS Admissions Office regarding enrolment of potential students and class numbers.
* Conduct interviews with potential students and families regarding appropriate entry year level.
* Conduct tours of the Senior School for potential families.

### Special Events

* Facilitate assemblies.
* Take a major role in the organization and orchestration of major annual and extraordinary events.

### Administration and Committees

* Be proactive in the development and implementation of Senior School policies.
* Represent the Deputy Headmaster – Head of Senior School as required.
* Support and comply with the text and spirit embodied within all Senior School documents and policies.

## KRA: WORKPLACE HEALTH AND SAFETY

Goals: To ensure a safe and healthy work environment is provided for students, employees and visitors to The Southport School and that all areas in the control of the Facilities Manager are in compliance with the current legislation by:

* Complying with the Work Health and Safety Legislation and Regulations.
* Complying with The Southport School Workplace Health and Safety Policy
* Implementing documented basic safety practices.
* Implementing documented basic security practices.
* Implementing hygienic practices through adherence to policy and procedures.
* Preventing hygiene risks and problems through adherence to policy and procedures.

## KRA: EMPLOYEE RELATIONS

Goals: To display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork by:

* Communicating effectively one on one in the workplace.
* Communicating effectively in the workplace.
* Participating effectively as a member of a team.
* Presenting a positive image of the School.
* Providing confidential employee and client relations for counselling and any grievance procedure that may take place.
* Presenting a professional and dynamic image to employees, clients and visitors to The Southport School at all times.
* Initiating and driving the business forward by directly representing the School’s ethos and motto.

## KRA: SELF MANAGEMENT

Goals: To demonstrate the very highest level of personal insight, initiative and maturity in all that is done and to display a sense of flexibility and willingness to work as an integral member of the team.

* Demonstrated capacity to provide leadership in learning for the achievement of quality learning outcomes for all students.
* Demonstrated strong interpersonal and communication skills and the capacity to develop and sustain productive relationships within and beyond the school community.
* Capacity to use strategic thinking and analytical skills to contribute to educational outcomes at the Primary School level.
* Demonstrated support for and the capacity to develop and maintain an organisational culture based on ethical professional and personal behaviours and values.
* Genuine passion for teaching and working with Primary School aged boys.
* Ability to engage and inspire colleagues.

## SKILLS AND EXPERIENCE:

* Current full registration or current provisional registration with eligibility for full registration, as a teacher in Queensland. Information on registration requirements is available at [www.qct.edu.au](http://www.qct.edu.au/)
* Capacity to lead and manage curriculum reform and developmental activities at a school or cluster level.
* Capacity for effective management to achieve agreed curriculum goals.
* Demonstrated capacity to develop and manage interpersonal relationships and establish productive partnerships.
* Capacity for leading and managing change within the school environment and school community.
* Capacity for being accountable for the outcomes-based performance of the area of responsibility.
* Strong time management and prioritisation skills – the ability to multi-task, meet deadlines, and work within agreed timeframes.
* Professional and appropriate written and verbal communication skills
* Demonstrated problem-solving abilities, and the ability to adapt to meet the operational needs of the department as and when required.
* The ability to manage, work within and for a number of teams, and in support of staff members – to work independently and efficiently.
* Relevant qualifications to meet the requirements of the position.